

REQUIREMENTS FOR
SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

THE SUPERVISOR CERTIFICATE IS REQUIRED FOR ALL PERSONNEL WHOSE PRIMARY RESPONSIBILITY IS ADMINISTERING INSTRUCTIONAL PROGRAMS, SUPERVISING CERTIFIED PERSONNEL, OR SIMILAR ADMINISTRATIVE DUTIES. ALL REQUIREMENTS FOR THE SUPERVISOR CERTIFICATE MUST BE MET. FEES ARE NOT REFUNDABLE. PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE CERTIFICATION DEPARTMENT OF ANY CHANGE OF ADDRESS WITHIN 30 DAYS. ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.

➤ **SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate is valid with a concurrently held Arizona teaching certificate; the expiration date shall be the same as the expiration date of the teaching certificate.

Requirements for the Supervisor Certificate are:

1. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.
 2. Option A or B:
 - Option A:
 1. **Three (3) years** of verified full-time teaching experience in grades Prekindergarten-12. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.)
 2. Completion of a program in educational administration which consists of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in the Professional Administrative Standards.
 3. A practicum in educational administration or **two years** of verified full-time educational administrative experience in grades Prekindergarten-12. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.)
 - Option B:
 1. A valid supervisor certificate from another state.
 3. A passing score on the **supervisor administrator** portion of the Arizona Educator Proficiency Assessment.
 4. Verification of state approved Structured English Immersion (SEI) training. **Please see SEI requirements.** Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.
 5. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.
- NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement.*
6. Arizona Constitution (a college course or the appropriate examination).
 7. U.S. Constitution (a college course or the appropriate examination).